



SPECIAL RECRUITMENT NOTICE

FEDERAL CAREER INTERN PROGRAM

A 2-YEAR TRAINING AND DEVELOPMENT PROGRAM

Position Title and Announcement Number	(1) Management and Program Analyst Announcement Number: Atl FCC-2009-0002	Salary	GS-9: \$48,545.00
Apply By	February 13, 2009	Location	Atlanta, GA

Recruiting CDC Center/Division

The National Center for Chronic Disease Prevention and Health Promotion mission is to lead efforts that promote health and well-being through prevention and control of chronic diseases.

Federal Career Intern Program

THE FEDERAL CAREER INTERN PROGRAM (FCIP) is a 2-year entry-level, full-time employment and career development training program designed to prepare students and non-students for a career in public service. Upon successful completion of the program, FCIP participants may receive a permanent, full-time position with CDC.

1. FCIP is open to students and non-students. You do NOT have to be a student to participate in the FCIP. Refer to job postings for required qualifications.
2. FCIP participants are eligible for [federal benefits](#).
3. For additional information on FCIP visit www.opm.gov/careerintern/QandAof12-20-00.asp.

Register with [HHS Careers Intern Opportunities](#) (<https://jobs1.quickhire.com/scripts/hhs-elp.exe>) and follow the on-screen instructions to complete the on-line process.

How to Apply

The human resources office will evaluate your application to ensure that you meet the [minimum qualifications](#) of the position and will provide the hiring manager with a list of eligible candidates. Veterans receive [preference](#) in selection.

IMPORTANT: You must apply on-line by **11:59 p.m. Eastern Time on February 13, 2009** to receive consideration for employment.

Supporting Documentation

- Supporting documentation may be required as part of the evaluation process. Refer to the *Required Documents* section of the job posting for information on required documentation (e.g., academic transcript, proof of military service, etc.), if any.
- Failure to submit the required documentation by the deadline date will result in loss of employment consideration. Required documentation may be submitted:
 1. Via fax: 770-488-1979. Include your full name (including middle initial) and "Announcement Number" on each piece of supporting documentation; or
 2. Via e-mail: cdcjobs@cdc.gov. Include your last name, first name, middle initial, "Announcement Number", and a contact number in the subject line. [Example: DOE, JANE X. "Announcement Number", 555-555-5555]
- Copies are acceptable. Do not submit originals. An original may be requested at a later date.
- All supporting documentation must be received by **11:59 p.m. Eastern Time on February 13, 2009**, to be considered timely.

IMPORTANT: Please note your full name (including middle initial) and "Announcement Number" on each piece of supporting documentation.

Position Overview,

As a trainee, you will participate in developmental assignments designed to train you for the full performance level or promotion potential of the position.

Management & Program Analyst, GS-0343-09

Qualifications

Assists in developing strategies for more effective program implementation. Assists in planning and/or accomplishing special projects. Conducts research and compile data from a variety of sources. Extract and assemble information, conduct analysis and develop reports of findings.

QUALIFICATIONS: To be considered for a position, you must meet the minimum qualifications within 60 days of the announcement. **Minimum qualifications (one of the following):**

GS-09: One year of specialized experience equivalent to the GS-07 grade; **OR** Master's or equivalent graduate degree if related to the position; **OR** 2 full years of progressively higher level graduate education leading to a master's or equivalent degree; **OR** A *combination* of qualifying education and experience as noted above.

You may be eligible for veterans' preference if you served on active duty in the United States military and were separated under honorable or general conditions. CDC adjudicates veteran preference claims based on the documentation you submit (e.g., DD-214).

Veterans' Preference

Code	Description of Preference Category
CPS	Compensable preference based on a service-connected disability of 30% or more
CP	Compensable preference based on a service-connected disability of 10% or more, but less than 30%
XP	Other preference granted to recipients of the Purple Heart, persons with a noncompensable service-connected disability (less than 10%), widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.
TP	Preference (i.e., other types of qualifying military service)
NV	Non-veteran

Assistance

Contact Human Resources Customer Service at hrcs@cdc.gov or 770-488-1725.